



## Council on Technology Services

### Mobile Workforce Workgroup Final Minutes

September 13, 2006

9:00 a.m. – 11:00 a.m.

VITA Headquarters – Chesapeake Conference Room  
110 S. Seventh St, Richmond, VA 23219

#### Members Present

Farley Beaton, Chairman (VRS)  
Jerry Allgeier (VDACS)  
Jeanne Branch (DPOR)

Bethann Canada (DOE)  
Linda Foster (TAX)  
Mark Willis (VCU)

#### Members Absent

Darlene Quackenbush (JMU)  
Bob Smith (Courts)

#### Others Present

Mike Hammel, Staff (VITA)  
Karen Jackson (SoTech)

#### Call to Order

Chairman Farley Beaton called the meeting of the COTS Mobile Workforce Workgroup to order at 9:06 a.m.

#### Approval of the Minutes

Farley asked if there were any changes or corrections to the minutes from the August 30, 2006 meeting. There was one change to the section on Linda Foster's report concerning Tax's performance categories. The minutes were approved as corrected.

#### COVITS Governor's Technology Award

Farley Beaton and the entire COTS Mobile Workforce Workgroup extended their heartfelt congratulations to fellow member Bob Smith for winning this years Governor's Technology Award for **Increased Accessibility to Government** for their video conferencing solution to provide real time access to magistrates, others in the legal system and citizens. This award recognizes use of innovative technologies to improve citizen access to and service from governmental entities of any type. Way to go Bob!

#### Workgroup Work Plan

Farley handed out the revised work plan with updated due dates.

#### Report on Other Telework Committees and Workgroups

Mike led a discussion of his report on existing telework committees and workgroups, a deliverable for the white paper. The group suggested he add the new Office of Telework and also DHRM referencing its telework policy responsibilities. Farley also asked that the

owners and/or chairs of each workgroup be identified and any identified deliverables/due dates. Also the informal language should be adjusted to be more suitable for the more formal COTS deliverable. It was also suggested that the document be grouped by type of group, i.e. formal vs. informal.

### **Telework/Telecommute Definitions**

Linda Foster led a discussion reviewing definitions of several telework terms. After some discussion, a consensus was had. Linda will update the document and present at the next meeting.

### **Meeting Schedule**

The next meetings are scheduled for September 27<sup>th</sup>, October 11<sup>th</sup>, 25<sup>th</sup>, November 8<sup>th</sup>, 22<sup>nd</sup>, and December 6<sup>th</sup>, 20<sup>th</sup>.

### **New Business & Public Comment**

Mr. Beaton asked if any Workgroup members had new business to bring to the Council. There was none.

Farley asked for public comment. There was none.

### **Adjournment**

There being no further business, Farley adjourned the meeting at 10:15 AM.